

**If I have already taken a class that meets the new MTR's do I need to take it again?**

No, unless the credit for the class is old enough that it appears in the history table of your training transcript. That is the section titled "\*\*\*Comprehensive Public Training Program (CPTP) completions prior to 10/31/2011." If this is the case, you will have to retake the class, as our course content has been updated in that timeframe.

**I was given a CST and/or a CPM exemption for the previous supervisory training requirements. Do I need to complete the new MTR's?**

No. Since you were given an exemption for the previous requirements, you are grandfathered into the new MTR's. You will only have to complete the continuing education requirement beginning 7/1/2015.

**Does the credit for completion of a supervisory training program transfer from agency to agency?**

Yes.

**If I am promoted to a Group 2 supervisor, do I need to complete the 2015 Core and Group 1 training programs or just the Group 2?**

You must complete all 3 training programs, unless you have credit on your transcript for the 2012 Group 1 Program. When promoted to a higher level, you are required to complete the programs for the lower supervisory levels, unless you have already completed them, in addition to your new level. Also, if you are currently working on supervisory training and are promoted up a level before you have received credit for the program, you must still complete the requirements for your previous supervisory level.

**I've been promoted to Group 3, what are my requirements?**

Group 3 supervisors are only required to complete the 5 web-based courses contained in the Core program, unless they already have credit for Supervisory Group 1. Also, Group 3 supervisors are exempt from the continuing education requirement.

**EXPANDED ANSWER:** Group 3 supervisors who do not have credit for Supervisory Group 1 Program should be subscribed to the 2015 Group 3 Program only. The courses in that program are the same as the 2015 Core courses but the Group 3 Program does not include the capstone. If the Group 3 supervisor has a Group 1 completion, no program subscription is necessary.

**I have moved from a classified supervisory position to a non-supervisory position. Do I have to complete my mandatory training requirements?**

No.

**If I am a supervisor but not in a supervisory group, am I subject to the new 2015 MTR's?**

No. However, we highly encourage all of our supervisors and employees to participate in training.

**If a Group 2 supervisor has finished the 2012 Group 1 requirements, but not the 2012 Group 2 requirements, are they required to complete the 2015 MTR's for both Groups 1 and 2?**

No. The supervisor will only have to complete the 2015 MTR's for the group they did not complete under the 2012 requirements. In the instance above, the Group 2 supervisor will only have to complete the 2015 group 2 MTR's.

**Who does the continuing education requirement apply to?**

All supervisors in Groups 1 and 2 are required to complete the continuing education requirement, regardless of when they completed their training requirements.

**NEW QUESTION: Does the Continuing Education requirement apply to Group 3 supervisors?**

No.

**I earned the PMP certification. Does the continuing education requirement apply to me?**

Yes.

**When does the continuing education requirement go into effect?**

For supervisors who have already completed their 2002, 2008, or 2012 training requirements, the continuing education requirements go into effect on 7/1/2015. For supervisors who fall under the new 2015 MTR's, the continuing education requirement goes into effect once they have completed their program(s).

**EXPANDED ANSWER:** For supervisors who fall under the new 2015 MTR's, the continuing education requirement starts AFTER the last program due date.

Example: Dale promotes to Group 2 on April 20, 2015. Dale has a Group 1 completion. Dale's due date for 2015 Group 2 Program is 4/19/2016. Dale's finishes the Group 2 program on 8/15/2015. The continuing education requirement for Dale begins 4/20/2016, not 8/16/2015.

**NEW QUESTION: Where can I find the list of continuing education courses?**

You can find the list either in LEO or on the CPTP website.

LEO: Select the CPTP catalog, then select CPTP Supervisory Groups from that Subject Area.

Next select the CPTP Continuing Education 15-16 link in that Subject Area. It will open to the list of courses.

CPTP Website: The CPTP website brings you to the home page which has the multi-colored tiles. Below those tiles is a list sorted By Program. The first item in that list is the link to the Continuing Education list.

**Do I need to take all courses in the program before taking the Capstone?**

Yes, except for the elective course, which is not a prerequisite for the Capstone. However, the elective course must be completed in order to receive program credit. Additionally, the courses within the program do not have to be taken in any particular order.

**I see that the 2015 Core, Groups 1 and 2 training programs end with a Capstone course. Is this the same course for each group?**

No. The Capstone is different for each of the three groups. The course covers the information addressed in course prerequisites for that group.

**How long do I have to complete the 2015 training requirements?**

The timeframe is dependent upon which group you are promoted from, which group you are promoted to, and what supervisory training programs you have completed already. Once promoted, supervisors have 1 year from the date of promotion to complete the 2015 Core requirements, 2 additional years to complete the 2015 Group 1 requirements, and 1 additional year to complete the 2015 Group 2 requirements.

**EXPANDED ANSWER:** Supervisors have one year from date of promotion to complete the 2015 Group 3 requirements.

For further clarification, please see the chart in the training requirements section on the CPTP website.

*EXAMPLE 1:* Jim is hired as a Group 2 Supervisor on 3/1/2015. He should be subscribed to:

Core Curriculum with a due date of 3/1/2016  
Group 1 Curriculum with a due date of 3/1/2018  
Group 2 Curriculum with a due date of 3/1/2019

*EXAMPLE 2:* Jim has finished his Core and Group 1 requirements. He is promoted to a Group 2 position on May 1, 2016. His due date for Group 2 completion is May 1, 2017.

*EXAMPLE 3:* Jim has been a Group 1 supervisor for two years. His current due date for the Group 1 requirements is June 15, 2018. He is promoted to Group 2 effective April 15, 2017. His Group 2 due date is June 15, 2019.

**EXPANDED ANSWER:**

EXAMPLE 4: Shawn has been in Group 3 since 2010, but did not finish Group 1 under any previous rules and was not grandfathered for Group 1. Shawn has one year to complete the 2015 Group 3 Program. Shawn should be subscribed to 2015 Group 3 Program with a due date of 6/30/2016.

EXAMPLE 5: Shawn promoted to Group 3 on July 6, 2015. Shawn has completed Group 2 training requirements, but not Group 1 and was not grandfathered for Group 1. Shawn should be subscribed to 2015 Group 3 with a due date of 7/5/2016.

EXAMPLE 6: Shawn promoted to Group 3 on July 6, 2015. Shawn has a Group 1 completion only. Shawn is finished with Mandatory Training. Shawn does not get subscribed to anything. Shawn has no Continuing Education requirements.

**I am a Group 1 supervisor but have been detailed into a Group 2 position. Am I required to complete the Group 2 requirements?**

No, the mandatory training requirements follow your permanent position, not any detailed positions. You are not required to complete mandatory training requirements for a position that you've been detailed into. We do encourage, however, that you complete the training for the detailed position.

**I am an unclassified supervisor. Which training group do I fall under?**

Unclassified supervisors are encouraged, but not required to complete any of the mandatory supervisory training requirements.